

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 13th February 2020

PRESENT: Cllrs: G Goff, G Manning, G Anderson, J Beynon, D Burrell, M Colgan, S Davis, J George, P George, T Judkins, P Kraus, S O'Connor, J Phillips, T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Communities and Committees Officer

Milford Haven Port Authority's Director of Energy Development Mr Tim James gave a presentation on the Pembroke Dock Marine Project and proposed infrastructure changes to pave the way for the project.

118 APOLOGIES FOR ABSENCE

Cllrs: P Gwyther, B Hall

119 DECLARATIONS OF INTEREST

Cllr D Burrell

Item 123 (No. 98 MHPA Advisory Committee) - Personal

Item 123 (No. 102 Gun Tower Update & Support) – Prejudicial.

Item 124 (No. 103 Preplanning Consultation – Marine Energy Wales & Pembrokeshire Costal Forum) – Prejudicial.

Cllr S O'Connor- Item 123 (No. 98 MHPA Advisory Committee) – Personal

Cllr G Anderson

Item 123 (No. 98 MHPA Advisory Committee) – Personal

Cllr T Wilcox

Item 124 (103 Preplanning Consultation – Marine Energy Wales & Pembrokeshire Coastal Forum) – Prejudicial

Cllr P Kraus- Item 123 (No.96 Bench Restoration) - Prejudicial

120 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Lloyd stated that on:

Pg 77 (No. 105) ‘bottom area of the Town’ that he was referring to shopping area of the Town.

Town Clerk’s Report Pg 80 (No. 85 VE Day Celebrations) Mr Lloyd commented that it is actually V J Day 15th August 2020 that is the true end to World War 2.

Pg 28 (No. 93 Youth Representative)

Mr Lloyd commented that he agrees with Cllr Beynon’s proposal as from Mr Lloyd’s experience the views and opinions of a person aged under 25 would prove beneficial. The Scout Association across the UK have had an under 25 policy for some years and it has been very successful. Mr Lloyd said that he would very happy to share his experience and knowledge on the policy if approached.

Pg. 78 (No.78 Youth Representative) paragraph 3.

Mr Lloyd commented that Cllr O’Connor was wide of the mark of what really happens with an under 25-year-old person on councils/committees as on pg. 79 Community Representative are you not possibly talking about the same person.

Mr Lloyd commented that on behalf of the public who have dealt with Amanda Dillaway over a number of years, they regret to hear that she is relocating elsewhere very soon. Amanda has given the Town and Community excellent service and would like to thank her and wish her well in the future.

121 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 16th JANUARY 2020

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor P E George
RESOLVED – That the Minutes of Thursday
16th January 2020 are adopted as a true
record.**

122 MATTERS ARISING FROM THE MINUTES OF THURSDAY 16th JANUARY 2020

108 To Receive and Consider the Report of the Town Clerk.

Pg. 80 – (No.84 Community Works Grant)

The Town Clerk reminded members to send in their comments for the Community Works Grant application as the closing date to apply was the 2nd March 2020.

Cllr Burrell stated that she had some suggestions and would send them into the office.

Pg. 81 – (No.86 Action Plan of the Town Council)

The Town Clerk reminded members that the Action Plan meeting was being held on Wednesday 19th February 2020 at 10 am.

109 To Receive and Consider the Supplementary Report of The Town Clerk; Pg. 81 – (No.88 Letter of Complaint Regarding Bus Shelter – Water Street Transport Hub)

Cllr Burrell asked if there was any feedback on this item. The Town Clerk advised Cllr Burrell the PCSOs' are monitoring the area.

TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

91. Meeting Dates 2020/2021

7 th May 2020 – Annual Meeting	10 th December 2020
11 th June 2020	14 th January 2021
09 th July 2020	18 th February 2021
10 th September 2020	18 th March 2021
8 th October 2020	15 th April 2021
5 th November 2020	

Cllr Burrell proposed to change November's meeting date from 5th – 12th November 2020. A vote was taken by members and all agreed.

92. Mayoral Nominations

The Town Clerk stated that the nominations for Mayor and Deputy Mayor 2020/2021 were required, and asked members for their nominations.

Cllr G Goff nominated Cllr G Manning as Mayor 2020/2021 this was seconded by Cllr P George.

It was **PROPOSED by Councillor G Goff**
SECONDED by Councillor P George
RESOLVED: That Councillor G Manning will be elected as Mayor of Pembroke Dock to hold office from May 2020, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2021.

A vote was taken by members and all agreed.

Cllr J Beynon nominated Cllr T Judkins as Deputy Mayor 2020/2021 this was seconded by Cllr J George

It was **PROPOSED by Councillor J Beynon**
SECONDED by Councillor J George
RESOLVED: That Councillor T Judkins will be elected as Deputy Mayor of Pembroke Dock to hold office from May 2020, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2021.

A vote was taken by members and all agreed.

92. Youth Representation

The Town Clerk stated that at the last meeting of the Town Council, Councillor Josh Beynon put forward the proposal of Pembroke Dock Town Council having youth representation on the Council, there was a brief discussion on this but it was decided to bring it back to the meeting in February for further discussion. The Town Clerk had provided within members' papers a copy of the information provided by Councillor Beynon for them to consider further.

Cllr Beynon started the discussion on this item by stating there had been two youth representatives on Milford Haven Town Council for a few years which has proved very successful. Cllr Beynon commented that he thought that it would give young people confidence and help get links with the schools and communities and for them to see how Town Councils operate and get involved with active decision making.

Cllr Manning commented that he supported Cllr Beynon's proposal but asked if he was thinking one or 2 candidates and he also felt that should be a one-year term. Cllr Beynon commented that he was quite happy to leave it in the hands of the Town Clerk to co-ordinate and she could also ask the Mayor for his opinions.

Cllr Burrell stated that she would like to second Cllr Beynon's proposal as she thought it was a great idea and should be encouraged.

Cllr O'Connor commented that he disagreed with the proposal as he did not see the relevance of it since the Welsh Government have reduced the voting age to 16, as 16yr olds will now be able to stand for Councils if they wish to. He commented that Council should be looking at 15yr olds to join. He continued that he was not saying that the council should ignore what the youth of the town want or need but feels that council should be contacting organisations and finding out what is needed. He does not know how 1 or 2 people would actually be able to represent the whole of the youth in the town as there are many different interests and issues to deal with,

and it is more of a trend than anything that would be useful.

Cllr Wilcox commented that he fully supported Cllr Beynon's proposal as council should engage more the younger people. Even though you can stand for council at 16 you cannot vote, so it could be classed as an apprenticeship for a couple of years and then they could decide if they wanted to continue. Cllr Wilcox asked what procedure would be used in order to choose a Youth Representative. Cllr Beynon suggested this was undertaken by the Mayor and Town Clerk.

It was **PROPOSED by Councillor J Beynon**
SECONDED by Councillor D Burrell
RESOLVED - That Pembroke Dock Town Council agree to accept Cllr J Beynon's proposal for youth presentation on Pembroke Dock Town Council

A vote was taken and 12 voted for 1 against.

93. Trade Waste

The Town Clerk advised members that she had been reviewing the trade waste options for Councils disposal of waste from the office. The following options were available

Company	Collection Frequency	Amount per year
Biffa	Fortnightly	£468.00
Pembrokeshire County Council	Weekly – Recycling Fortnightly - General	£160.42
TBS Recycling	Varies	£546.00

The Town Clerk recommended that Council used the Pembrokeshire County Council agreement, this agreement would commence in April 2020.

Cllr Goff proposed that Council should use the Pembrokeshire County Council agreement as recommended by the Town Clerk this was seconded by Cllr Manning

It was

**PROPOSED by Councillor G Goff
SECONDED by Councillor G Manning
RESOLVED - That Pembroke Dock Town Council agree to accept Pembrokeshire County Council's agreement for trade waste as recommended by the Town Clerk.**

A vote was taken by members and all agreed.

94. Personnel Committee Recommendations

Roles Involved in supporting staff

The Town Clerk advised members that the Personnel Committee had been discussing roles within the Council, they felt that the supporting roles needed to be outlined within a document so everyone can understand the roles within Council.

The committee felt that extra links were required between staff and Councillors to provide continuity and support for the staff. The committee recommended that a staff welfare champion was put in place, it was recommended that this was a member from the Personnel Committee with Cllr Jonathan George being nominated to take on this role.

Vacancy on the Committee

The Town Clerk stated that there was currently a vacancy on the Personnel Committee, and therefore required a volunteer to take this position. She explained that anyone who took the position would be required to undertake relevant training within a period of 3 months of taking on the role.

Cllr Burrell nominated Cllr S Davis this was seconded by Cllr S

O'Connor. Cllr Davis accepted the position.

A vote was taken and members all agreed to Cllr Davis taking his position on the Personnel Committee

Display Screen Equipment Policy

The Town Clerk advised members that the Personnel Committee had reviewed the above policy which she had attached for members to view, they had recommended it was adopted, and asked for members' agreement to adopt the policy.

A vote was taken and members all agreed to adopt the policy.

Special Leave Policy

The Town Clerk stated that the Committee had reviewed the above policy which she had attached for members to view, they had recommended it was adopted, and asked for members' agreement to adopt the policy.

Cllr O'Connor commented that there were a few points that he wished to discuss on the policy.

- (6.11) Include Court attendance and Jury Service
- (7.31) Include Grandparents and Grandchildren
- (7.34) Add the word paid to 1 working week bereavement leave
- (7.35) Add the word paid to 1 day bereavement leave for other family members

A vote was taken and all members agreed.

94. Finance Committee Recommendations

The Town Clerk advised members that the Finance Committee had recently met to discuss grant applications which had been received, and they had made the following grant recommendations.

	Amount	Purpose of Grant	Proposed and Seconded	Amount
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	request ed			Proposed
Elements Gymnastics Academy	£350	Purchase and installation of a spring floor	Cllr J Beynon Cllr G Manning	£350
Scouts Cymru – Iestyn Nevatte	£ANY	Enable Iestyn to attend European Jamboree in Poland.	Cllr T Judkins Cllr G Manning	£50
Pembroke & Pembroke Dock Boxing Club	£1000	Purchase of new equipment to provide more classes	Cllr J Beynon Cllr T Judkins Cllr S O'Connor Abstained	£1000
Pembroke Dock Men's Shed	£850	To purchase an outside shed for the gardening section and purchase some tools.	Cllr J Beynon Cllr T Judkins	£850
Play Inc	£540	Cover the cost of the rent for the Pembroke Dock Provision	Cllr J Beynon Cllr G Manning	£540
Plant Dewi	£300	To Cover the costs of meals for 30 weeks for father drop-in sessions	Cllr S O'Connor Cllr J Beynon	£300

If all above recommendations were agreed this would see the amount of £3,090 come from the donations budget head leaving the amount of £710.

Members discussed each grant application individually and all agreed with the Finance Committee's recommendations

Request for funds for bench restoration

Members of the committee had also discussed the request which was put to the last meeting of the Council from Councillor Kraus with regards to funds to purchase wood for some new benches, members agreed this could come from budget code 1508 which was for Memorial Park & Equipment.

The Town Clerk stated that she had previously emailed members with regards to locations of benches around the town, the only Councillors to respond were Cllr Manning, Cllr Beynon and Cllr Burrell the locations suggested were.

- Small play area next to youth club
- Western Way
- Memorial Park
- Llanion Picnic site
- Gordon Street

Cllr Burrell commented that they she had a list of suggestions from members of public and Cllr Anderson also had some suggestions. It was decided to discuss these at the Action Plan Meeting.

97. Commodore Hotel

The Town Clerk stated that she had been working to improve the security of the Commodore Hotel following the recent tragedy, she had been working with PCSO Nadia Lloyd who has been in contact with the Mid and West Wales Fire and Pembrokeshire County Council to try and solve the issue.

The Town Clerk had written confirmation from Richard Lawrence from Pembrokeshire County Council to say that the building has been monitored for some time with direct action taken on several occasions to prevent access.

He stated that during a site visit it was noted that there was evidence of people accessing the rear of the site due to the

presence of a worn pathway. It was also noted that numerous loose slates had either fallen or at risk of falling from the rear of the building into the yard. They had therefore arranged for the gates to be secured to reduce the risk of injury to people in the rear yard from falling slates.

He had stated that the only effective way to deal with the building would be for it to be refurbished and then brought back into use, he has asked for any suggestions from the Council on moving forward with this so opportunities could be explored to resolve the issues being faced with this building.

Cllr Burrell suggested contacting MHPA to ask them what their ambitions are for The Commodore Hotel as at the earlier presentation it was mentioned about a Heritage Horizon Project that had been put together, and also ask the Save the Commodore committee to attend a meeting to explain what their intentions are with the building.

Cllr Anderson suggested serving notice against the owner for the repair costs and see whether an issue could be forced where maybe the owner would consider selling the building. The Town Clerk advised Cllr Anderson that PCC do send bills to the owner for all the repairs carried out. Members suggested a compulsory purchase on the building. The Town Clerk commented that she would contact PCC again.

98. Milford Haven Port Authority Advisory Committee

The Town Clerk commented that at the last meeting of this Council it was agreed to advertise the position of a community member for the Milford Haven Port Authority Advisory Committee. The Town Council had received some applications which the Town Clerk had attached for members to consider.

A slight discussion took place regarding the applications that had been received.

Cllr Beynon nominated Mr William Gannon this was seconded by Cllr J George.

It was **PROPOSED by Councillor J Beynon**
SECONDED by Councillor J George
RESOLVED: That Mr W Gannon would be the
Community Member for the Milford Haven Port
Authority Advisory Committee

A vote was taken and all members agreed.

99. Internal Auditor

The Town Clerk stated that it was time again to confirm the Internal Auditor. She had included within members' papers information which related to Mr Bernie Scourfield. His fee would be £18 per hour to complete the internal audit.

The Town Clerk asked for members' agreement to instruct Mr Bernie Scourfield to complete the internal audit.

Cllr Colgan proposed that the Town Council instruct Mr Bernie Scourfield to complete the Internal Audit this was seconded by Cllr Beynon.

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor J Beynon
RESOLVED – That Pembroke Dock Town
Council agree to instruct Mr Bernie
Scourfield to complete the Council's
internal audit at £18.00 per hour.

A vote was taken, and all agreed

100. Freedom of the Town

The Town Clerk advised members how she and Cllr Manning have been working on producing relevant documentation for the

Freedom of the Town. The event will take place on Friday 26th June 2020, the Welsh Guards have confirmed that they will be in attendance.

The recommended plans are as follows

- Closure of Gordon Street car park and Albion Square car park. This will allow for a marquee to be erected and Buffett and refreshments to be provided. It will also allow for parking of the coaches which will be transporting the Welsh guards.
- Parade with a rolling closure – starting off in Gordon Street taking the route of Dimond Street, Meyrick Street, Bush Street along to Albion Square where a service will take place and the presentation of a scroll will take place.
- There will be refreshments available beforehand in the Pater Hall with the VIP’s being hosted in the Town Council offices.
- Request assistance from WI at the Pater Hall
- Courtyard Caterers supply catering at the event
- Absolute bar events supply refreshments
- Marquee is supplied by Blue- sky marquees

Estimated costs so far were as follows

Description	Cost
Car Park Closures	£200.00
Road Closures	£384.00
<i>Traffic Management Costs - Estimation</i>	<i>£1000.00</i>
Marquee & Chairs and Tables	£1,581.85
Catering (estimation of £8.00 per head x 200 guests)	£1,600
<i>Refreshments – (7.5% discount on bar bill) Estimation</i>	<i>£600</i>
Total	£5,365.85

The Event Management Plan will be submitted to PCC after this meeting so exact costs for the traffic management for the rolling

road closures can be gained. There is also the possibility that the fee for the closures may be waived because the parade holds a military presence.

The Town Clerk advised members that she had a copy of the information with her at the meeting if any members would like to view the information.

101. VE Day Celebrations

The Town Clerk commented that the Poppy Committee have been reviewing ideas in order to celebrate VE Day which takes place on Friday 8th May 2020. They have contacted the schools to design some flags which can be displayed in the flagpole brackets which are located throughout Dimond Street and Queen Street, instead of having bunting. It was proposed that the flags are designed to represent VE Day but also the Town itself. The group have undertaken this process and have had many drawings back from the schools and have now approached me to look for funding to enable the flags to be erected.

The Committee currently have £573 to spend but require further funds to complete the process, I therefore propose that the remaining £710 from the donations head provided to the Poppy Committee in order for the flags to be made and erected.

The Town Clerk had included within members' papers a copy of the costings for information.

Councillors discussed this proposal from the Town Clerk and it was proposed by Cllr Manning and seconded by Cllr J George that the £710 left in the donations budget be given to the Poppy Committee towards the flags.

It was **PROPOSED by Councillor M Colgan**
 SECONDED by Councillor J Beynon
 RESOLVED – That Pembroke Dock Town Council

agree to the £710 left in the donations budget being given to the Poppy Committee to purchase and erect the flags for VE Day.

Members voted and all agreed

102. Gun Tower Update and Support Request

The Town Clerk stated that Councillor Burrell had asked for this item to be added for discussion that evening. Cllr Burrell had requested a letter of support from the Town Council. Cllr Burrell would provide further information.

Cllr Burrell explained at what stage Pembroke Dock Community Assets Ltd were at regarding the Gun Tower and that they would be submitting an expression of interest for the Gun Tower. Therefore, within the expression of interest she would like to put forward that the Town Council are supportive of what Pembroke Dock Community Assets Ltd are trying to achieve.

Cllr Wilcox commented that he had no problem with providing a letter of support but it would not include any financial obligations.

Cllr O'Connor commented that the Town Council should give a letter of support when required, but did also agree with Cllr Wilcox regarding any financial obligation.

The Town Clerk advised members that before any letter of support was given they should ask for more information on the Company's intentions for the building.

124 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

103. Pre-Planning Consultation – Marine Energy Wales and Pembrokeshire Coastal Forum

The Town Clerk commented that she had received notification

that Marine Energy Wales and Pembrokeshire Coastal Forum intended to apply for planning permission for change of use to a marine energy test area.

The documents were available to view at the following address www.meta.wales/about-meta/news/

104. Spring Clean Cymru – 20th March – 13th April 2020

The Town Clerk informed members that this year's Spring Clean Cymru 2020 would take place between 20th March and 13th April. This event encourages communities to dispose of litter from streets and parks in a safe manner.

The Town Clerk asked members if they would like to arrange an event. They all agreed that they would like to arrange an event.

125 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

126 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Friends of the Memorial Park

Cllr Beynon commented how the Friends of the Memorial Park had applied to the National Lottery Funding for £150,000.00. There are 2 stages to the application and unfortunately when they first applied for stage 1 the application was rejected. However they had now reapplied and the application had been accepted, and therefore they are onto stage 2.

Animal welfare concerns at Bramble Hall farm. Cllr Beynon stated that Mr Burns was found guilty of all charges at the Magistrates and Crown Court. The Magistrates Court sentenced Mr Burns to 5 months imprisonment, the Crown Court was yet to sentence him for the most serious offences in the eyes of the law, and he has an indefinite banned on keeping animals.

With regards to recycling Pembrokeshire has the highest target and success rate.

Patients Participation Group

Cllr O'Connor advised members that the queuing system between 8am – 9am at Argyle Street Surgery is a success.

127 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
09.01.2020	Clarity Copiers – Office Printing	£24.19	
09.01.2020	Post Office - Members' Papers	£13.50	Debit Card
13.01.2020	British Gas – Office Electricity Bill	£43.69	Debit Card
15.01.2020	Tara Jenkins – Pump House Decoration	£90.00	
16.01.2020	McAfee Antivirus Protection	£49.99	Debit Card
20.01.2020	SWALEC – Memorial Lamp	£28.12	
21.01.2020	Asda – Office Sundries	£5.25	Debit Card
23.01.2020	Pater Hall Trust – Room Hire/Xmas	£137.50	
23.01.2020	Bank Charges	£8.10	
25.01.2020	Microsoft Office 365 Subscription	£79.99	Debit Card
30.01.2020	British gas – Office Gas Bill	£77.33	Debit Card
31.01.2020	Petals of Pembrokeshire – 100 th B Day Flowers	£35.00	

03.02.2020	Pembs Coastal Forum/Bertie the Sea Bass Workshops	£600.00	
06.02.2020	Clarity Copiers – Office Printing	£36.97	

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
XXXXX XXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXX	XXXXXXX X

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
XXXXXX XXXX	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXX	XXXXXXX XXX	XXXXXXXXXX

SALARIES AND WAGES

06.01.2020– 05.02.2020	Salaries	£3690.41
06.01.2020 – 05.02.2020	Tax & NI	£834.38
06.01.2020 – 05.02.2020	Pensions	£876.83

ACCOUNT BALANCES

06.02.2020	HSBC Business Account	£74,177.69
06.02.2020	HSBC Premium Account	£127,876.72

It was

PROPOSED by Councillor J Beynon
SECONDED by Councillor G Goff
RESOLVED - That Pembroke Dock Town
Council approve payment of the above
Payments, Receipts, Salaries and Wages.

128 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Ask Citizen's Advice to attend a meeting

129 COMMUNITY ISSUES

Cllr Burrell asked if PCC could be contacted for an official update on Waterloo Roundabout. Cllr Beynon commented that he had requested a speed survey on the road up to the Cleddau Bridge.

Cllr Burrell asked if costs could be obtained for a path inside the small play area at the memorial park

Cllr Judkins raised concerns about flying tipping in Bush Street and stated that video evidence was available Cllr Beynon advised Cllr Judkins that PCC were launching a scheme which would hopefully reduce the amount of fly tipping.

Cllr Judkins also raised his concerns with regards to the Busker that was in Dimond/Meyrick Street as he had received reports that he was being abusive and hostile to members of the public. The Town Clerk had informed the police and PCC about this, however due to the Street Trader Policy, because he is not busking in the same place all the time he does not need a licence.

PCC are looking into making changes to the policy. Cllr Judkins was advised to call 101 and keep a log of dates and times.

Cllr Anderson commented that the recent road repairs carried out by Dwr Cymru Welsh Water at Fort Road were appalling, and he also wanted to raise the issue of Graffiti at Fort Road.

Cllr Anderson stated that 38 trees had been cut down along the area next to the B&M Store. Cllr Beynon advised Cllr Anderson that the area was being landscaped and trees would be replanted there. Unfortunately some of the trees had to be cut down due to Ash Dieback.

Cllr Kraus commented about the road along Commercial Row. The Town Clerk advised Cllr Kraus that the road was due to be revamped this year.

Cllr Phillips raised her concerns about the state of the roads in some parts of the Town and that a bench had been taken away at Albion Square and not replaced, and also that area needed to be made presentable ready for the Freedom of the Town event.

Cllr J George commented that he was concerned about the parking situation on the Top Road at Ysgol Harri Tudur School. Cllr Beynon commented that PCC are looking into purchasing a Civil Enforcing Parking Vehicle. This is a vehicle with PCC on the side that would have a camera fitted and whilst driving around would take pictures of cars parking illegally.

Cllr Goff raised his concern about traffic parking along the road between the top of Upper Laws Street and the top of Church Street.

130 MAYOR'S REPORT

The Mayor informed members that he had visited Mrs Daisy Vernon at the Cleddau Day Unit to celebrate her 100th birthday.

He thanked Deputy Town Clerk Amanda Dillaway for her service to the Town Council and wished her well for the future and informed members that there would be a coffee morning for Amanda's last day on 21st February

131

VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was

**PROPOSED by Councillor J Beynon
SECONDED by Councillor G Manning
RESOLVED – That the press and public be
excluded from the meeting under the
Public Bodies (Admission to Meetings) Act
1960 due to legal privilege and disclosure
of personal details.**

132 PRIVATE & CONFIDENTIAL

**To Confirm Private & Confidential Minutes of Thursday 16th January
2020**

It was

**PROPOSED by Councillor J Beynon
SECONDED by Councillor G Goff
RESOLVED - That the Private &
Confidential Minutes of the Meeting held
on Thursday 16th January 2020 are
adopted as a true record.**

There being no other business the meeting was closed.